

## **HR Officer**

**Full Time (35 hours per week) Permanent contract**  
**£28,400 – £31,980 per annum inclusive of London Weighting**  
**Good employment benefits including competitive pension scheme.**

The City of London School sits on the banks of the River Thames. It is an HMC independent boys' day school for ages 10–18, with over 920 boys. It is part of a family of schools owned and sponsored by the City of London Corporation.

We are looking to recruit a highly motivated HR Officer to work within a small and busy HR team at the School. The post will provide a comprehensive and effective HR service and be the first point of contact for enquiries.

Ideally with some experience of working in a HR team, you will be able to work autonomously, using your own initiative to manage multiple tasks and prioritise your workload to meet the needs of the School.

A key focus in the role will include managing the recruitment process, including pre-employment and DBS checks, HR administration, as well as managing the payroll processes. The need for excellent attention to detail, maintaining confidentiality in a small community and consistency in providing exemplary customer service is essential.

You will ideally be full or part CIPD qualified (although support and training will be provided to the right candidate) and of graduate calibre. Customer focused, self-motivated, proactive and organised you will have the ability to manage a varied workload. With strong communications skills, you will be confident and concise in advising and supporting managers and employees on a diverse range of operational HR issues.

If you feel you have the requisite skills to join our team then we'd love to hear from you.

**Closing date: Midday 18<sup>th</sup> March 2019**

To apply online, please visit - <https://jobs.cityoflondon.gov.uk/>

Alternatively, please contact 020 7332 3978 (24hr answerphone) quoting reference number CLS071. A minicom service for the hearing impaired is available on 020 7332 3732.

This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process the successful applicant will be required to obtain a Disclosure and Barring Service check at Enhanced Level. The City of London Corporation is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

The City of London Corporation is committed to Equal Opportunities and welcomes applications from all sections of the community.